

### III. Correspondence and Reports.

#### B. ADMINISTRATION REPORTS—*concluded.*

**434.** The Conservators should in their Annual Administration Reports distinguish between misappropriation of (a) timber, (b) firewood, and (c) minor forest produce. The amounts of revenue collected on *each kind of minor forest produce*, in each district, should also be stated.\*

Data relating to sums realized by compounding offences.

**435.** The Conservators of Forests should, in their Administration Reports supply information as to the sums realized from cases compounded under section 67 of the Forest Act.†

#### C. Demi-official Correspondence.

**436.** The attention of all officers in the Political, Judicial and Educational Departments, and also, according to Government Resolution No. 3078, dated 31st August 1891, Officers in the Revenue, Financial, General and Separate Departments of the Secretariat, is called to the rule already enforced in the Political Department that unless *demi-official* letters have been brought on the records of Government and referred to by Government, they should not be noticed in official correspondence. Demi-official correspondence is either used to supplement and explain official correspondence in which case the distinction of style indicates a fundamental distinction in the writers' intentions as to its official use, or it is adopted in lieu of official correspondence, to save time, or to secure secrecy, in which case it should be followed by an official communication in due course.

Rules regulating demi-official correspondence.

**437.** The following rules are laid down for general guidance:—

(i) No demi-official letter or telegram should be quoted in official correspondence without the express sanction both of the sender and the receiver. On no account should it be communicated to Native States or quoted in the issue of orders to subordinate officials.

(ii) Demi-official communications or instructions, which are provisionally required for action or record, must be supplemented by official communications containing no reference to the demi-official correspondence.

(iii) Demi-official correspondences should be limited to the uses above described.‡

#### D. Confidential Correspondence.

**438.** The following rules for the treatment of confidential correspondence, sanctioned by the Government of India and circulated to the several departments of the Secretariat with Government Resolution, General Department, No. 578, dated 26th February 1874, are com-

\* Government Resolutions No. 7232, dated 12th September 1892; No. 6881, dated 29th August 1892; and No. 9846, dated 15th December 1892.

† Government Resolution No. 8738, dated 24th December 1887.

‡ Government Resolution No. 3078, dated 31st August 1891.